

Cost Estimate Instructions

for Intergovernmental Personnel Act (IPA) and Change-of-Station (COS) Assignments

December 1999

How to prepare cost estimate (IPA) or (COS) Assignment

IPA agreements must be between LANL and federal agencies. Change-of-Station assignments are between LANL and any entity eligible for sponsoring work at LANL under the terms of the contract between the Department of Energy and the University of California. Generally, work at LANL must be either sponsored by DOE, or directly benefit the DOE mission. Whether funded by DOE or a non-DOE entity, funding for COS assignments is accepted by LANL under the same mechanisms and must meet the same criteria as all other LANL funding. These instructions address only the special nature and concerns of IPA and COS assignments, and do not address the overall eligibility or requirements for work at LANL. Change-of-Station assignments can be funded by DOE, other federal agencies (OFA) or even non-federal entities (called “work for others” or WFO).

These instructions are intended for the BUS financial analyst of the IPA or COS candidate’s group. At the earliest stage, the IPA or COS candidate should contact his/her BUS financial analyst to ensure all financial requirements are met. The cost estimate form may have to be revised during the negotiation process with the sponsor-- revision # and date should be posted in the bottom-right corner. Cost estimates will be included in submission to sponsor and must be accepted by sponsor before IPA or COS is final. Refer IPA/COS cost estimation questions to the BUS financial analyst for your organization. Allow at least two to three months to complete all negotiations, approvals, and required forms/signatures between assignee, Laboratory, and Sponsor are completed and **before** assignment can begin or be renewed.

In addition to the cost estimate form to be submitted to the sponsor, the cognizant BUS financial analyst must also prepare a cost estimate on one of the budget databases -- BET or RPM -- to ensure all rates are properly applied and totals accurately calculated.

The BUS financial analyst of the IPA candidate is responsible for taking a copy of the signed IPA agreement to BUS-3 to open (or reactivate) the program code for the assignment.

Each month, the IPA or COS sponsor is charged whatever costs have been recorded in the IPA or COS account. Accordingly, only costs that IPA or COS sponsor has agreed to pay should be charged to the IPA or COS account. DOE-funded COS accounts may be part of a larger DOE program with the budget control level at the budget and reporting (B&R) level. However, each IPA, OFA-funded COS, and WFO-funded COS account is always controlled at the individual account level and is never part of a larger budget-control level. It is especially important that costs in such an individually-controlled account not exceed cost estimate amounts. The cost estimate for an IPA that is accepted by the sponsor will determine the *ceiling* amount of the IPA. Costs incurred in excess of the ceiling are not billable to the sponsor. Accordingly, care should be taken in preparing the IPA cost estimate. Use assumed cost escalation factors for future years’ costs where appropriate.

Program Code Assignments

IPA--BUS-3 opens or reactivates a “TP**” program code for an IPA assignment when the official IPA assignment is received from HR-5. When the IPA assignment is not charged to a “TP**” program code, the BUS financial analyst of the IPA candidate is responsible for setting up a unique code in order to track the assignment. When a non “TP**” program code is assigned to an IPA assignment, the BUS financial analyst must provide the program code on the Funding Profile and Cost Estimate Summary form that is part of the IPA agreement.

COS--The BUS financial analyst of the COS candidate is responsible for setting up a unique program code to capture COS costs. In the event that the costs for the COS assignment will be charged to a direct program, a “unique” program code must be established. If the costs are charged to an indirect program code, a “unique” cost account must be established. Again, the unique program code and/or cost account combination must be included on the Funding Profile and Cost Estimate Summary form.

The establishing of unique program codes will allow BUS-3 to capture IPA and COS costs by individual for reporting purposes.

Finally, the BUS financial analyst must be involved throughout the process and should review any draft of the IPA agreement before it is finalized by the IPA sponsor. The financial analyst must ensure that all cost amounts on the IPA agree with the IPA cost estimate. Especially review item #23, “Rate of Basic Pay”. In the past, the IPA candidate’s actual salary amount has sometimes been entered, and accepted by the sponsor as a cost item in place of the standard labor cost that will be charged to the IPA account. To avoid this confusion, item #23 should be the standard labor cost, as reflected on the cost estimate, with the words “including benefits”.

1. Period of performance is to be negotiated between LANL and sponsor, and need not correspond to LANL fiscal year. However, the cost estimate must be prepared by LANL fiscal year (ending September 30).
2. Staffing = Percentage of level of effort by fiscal year (i.e. “FTE”).
3. Labor = Standard labor cost (estimated productive hours times standard labor rate for applicable labor series). If future years’ standard labor rates have not been published by BUS-3, calculate projected future years’ rates by applying an assumed escalation factor to applicable current year rate. Similarly -- if appropriate -- you may project a future change in applicable labor category caused by future salary increases of IPA/COS candidate. Use caution in estimating IPA costs. An IPA sponsor could reject costs as unbillable if eventual actual labor costs exceed official cost estimate.
4. Relocation = Travel, moving, storage expenses related to relocation to and from off-site. BUS-1 Travel will provide guidance. Apply estimates to first fiscal year (relocation from Los Alamos) and final fiscal year (relocation return to Los Alamos) of IPA or COS period of performance. Assume appropriate cost escalation in future years’ cost estimate.
5. Change of Station (COS) Subsistence Allowance = Amount sponsor agrees to pay for housing and cost-of-living adjustment. BUS-1 Travel will provide current allowable amounts. Sponsor **must** approve. See BUS-1 Travel Team Change of Station Travel Guidelines (also included in HR Change of Station Guidelines) for detail on eligibility and limits of COS subsistence allowances.

6. Other Travel Expenses = Travel expenses to/from LANL during assignment may or may not be included as billable expenses to sponsor. Such travel expenses are subject to negotiation between LANL and sponsor. For sponsor-directed travel, the expense is typically charged to the sponsor's organization and not included in the LANL cost estimate.
7. Other expenses. Specify other costs to be charged to sponsor. As with all other billable costs, sponsor must approve cost estimate before IPA or COS assignment begins.
8. Program and Organizational Support = In the case of IPAs, no program or organizational support costs are allowed, according to Federal regulations (see Intergovernmental Personnel Act Mobility Program). For COS assignments, calculate program and organizational support costs based on the applicable cost and rates.
9. G&A Burden = In the case of IPAs, **no overhead burdens are allowed**, according to Federal regulations (see Intergovernmental Personnel Act Mobility Program). Use a zero G&A rate for IPA cost estimates. After IPA agreement is finalized, a BUS-3 analyst will establish a program code for the IPA account. There will be a zero G&A rate associated with the IPA program code to prevent G&A costs. For Change-of Station cost estimates, an off-site G&A rate is appropriate. Program codes for Change-of-Station assignments are determined by the BUS financial analyst of the cognizant LANL program office. A separate program code for Direct programs or a program code/cost account combination for Indirect program codes must be established for only COS expenses. The program code will be eligible for an off-site G&A rate that is lower than the standard G&A rate if it is a direct program code. The program office financial analyst must request approval for the off-site G&A rate from BUS-3 Indirect.
10. Total LANL Cost = total fiscal year costs for the duration of the assignment.
11. Funding Profile and Cost Estimate Summary sheet must be signed by the Budget Analyst.

Please note: The attached Cost Estimate Summary Excel Version of the form is also located at: http://businternal.lanl.gov/bus3/budgeting/change_of_station.htm

Funding Profile and Cost Estimate Summary

For Intergovernmental Personnel Act (*IPA*) or Change-of-Station (*COS*)

Title of Work : _____ Program Code: _____

Cost Account: _____

Estimated Starting Date: _____ Estimated Completion Date: _____

STAFFING (<i>in staff years</i>)	FY _____	FY _____	FY _____	TOTAL
Scientific (Staff Member)	_____	_____	_____	_____
COSTS (\$ in thousands)	_____	_____	_____	_____
Labor*	_____	_____	_____	_____
Relocation <i>from & to</i> Los Alamos	_____	_____	_____	_____
COS Subsistence Allowance	_____	_____	_____	_____
Other Travel Expenses	_____	_____	_____	_____
Other Expenses (<i>specify</i>): _____	_____	_____	_____	_____
Program & Org. Support**	_____	_____	_____	_____
Off-Site G&A Burden**	_____	_____	_____	_____
TOTAL LANL COST (\$K)	\$ _____	\$ _____	\$ _____	\$ _____
DOE Dept. Overhead***	_____	_____	_____	_____
TOTAL OPERATING <i>incl. DOE Departmental Overhead</i>	\$ _____	\$ _____	\$ _____	\$ _____
Continuity Funding****	_____	_____	_____	_____
TOTAL REQUESTED (\$K)	\$ _____	\$ _____	\$ _____	\$ _____

BUS Financial Analyst Signature

Date

Revision No.

* Includes Fringe Component; includes SS Tax, Medicare Tax, Employer's Medical/Dental/Vision Contribution, Unemployment, Worker's Compensation, Life Insurance, Disability Insurance.

** Program/Organizational Support and G&A Burden costs are not applicable to IPA agreements. On IPA cost estimates, enter zero.

*** A DOE Department Overhead rate of 3% has been incorporated into the total funding requirements to cover DOE costs incurred in the management and oversight of NON-DOE sponsored programs.

**** Continuity funding applies only to accounts funded by an OFA (other federal agency) source. For an IPA assignment or COS assignment funded by DOE, enter zero. Continuity funding includes 3 months "Level of Effort" funding, required by the Department of Energy, Albuquerque Operations office to insure program continuity.